

# **City of Norfolk Botanical Garden Children's Garden**

**Subcontractor's Application  
For  
Pre-Qualification to Perform Work  
For the  
Landscaping, Water Feature, Artificial Rockwork, and  
Ornamental Metal Portions of the Work**

**SUBMITTED BY**

FIRM NAME:

FIRM ADDRESS:

DIVISION OF WORK:

**DEADLINE FOR APPLICATIONS:**

**Applications must be received no later than 4:00 p.m. EST on May 14, 2004 in the office of the Director of Public Works, Room 700, 810 Union Street, Norfolk, VA 23510, Attn: Mr. John M. Keifer.**

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INVITATION TO PRE-QUALIFY TO PERFORM WORK City of Norfolk  
Department of Public Works

**NORFOLK BOTANICAL GARDEN CHILDREN'S GARDEN**  
**Landscaping, Water Feature, Artificial Rockwork, and Ornamental Metal**

Potential subcontractors are invited to submit an Application and Statement of Qualifications for the pre-qualification of subcontractors to perform the landscaping, water feature, artificial rockwork, and ornamental metal portions of the work associated with the construction of a Children's Garden at the Norfolk Botanical Garden located in the City of Norfolk, Virginia.

Due to the complexity and special nature of the landscaping, water features, artificial rockwork, and ornamental exterior metal work related to the construction of the Children's Garden, the City of Norfolk (the "City") wishes to pre-qualify subcontractors to perform this work.

Only those Landscaping, Water Feature, Artificial Rockwork, and Ornamental Metal subcontractors which submit a complete application and statement of qualifications and are pre-qualified will be listed in the bid documents as qualified to perform the work under their respective sections of the specifications. No subcontractors other than those which are pre-qualified for the respective portion of the work will be approved by the City to perform that portion of the work.

The Project consists of the construction of a new Children's Garden at the Norfolk Botanical Garden. The site for this garden is approximately three acres. The design includes a series of many small gardens that incorporate an international theme. Briefly, work for which pre-qualification is required includes:

- **Landscape Contracting:** The garden design includes extensive new planting of specimen trees and shrubs, as well as an area of wetland planting.
- **Water Feature:** Two interactive water features are designed. The first is approximately 3,000 s.f. and includes "water events", some with interactive controls such as spray bars, bubblers, and misters. The second feature, of approximately 1,000 s.f. is oriented around a color wheel circle and incorporates actuator plates that operate directional jets toward a central jet. Both of these features will be paved with resilient surfacing material, and both are served by a mechanical room located beneath a pedestrian bridge.
- **Artificial Rockwork:** The garden design includes artificial rockwork construction to screen small garden spaces from each other. At one location, a rock outcrop and overhang is proposed. At a second location, stone in the form of lava flows and pools is proposed.

- **Ornamental Metal Work:** The garden includes a series of interesting and unique metal fabrications. These include but are not limited to an undulating "Inchworm Tunnel" through which children can walk, a decorative metal entry banner and railing; a decorative metal entry "flower"; a metal trellis structure supported by columns; a hoop arbor that supports colorful tent fabric in between hoops; and miscellaneous signs and other smaller features situated around the garden.

An Application and Statement of Qualifications for the above work may be obtained from the Department of Public Works, City of Norfolk, 7<sup>th</sup> Floor, City Hall Building, Norfolk, Virginia 23510, ATTN: Toni Fralich, telephone (757) 664-4631.

Preliminary design documents for the project, prepared by EDAW, Inc. may be reviewed at the Department of Public Works, City of Norfolk, 7<sup>th</sup> Floor, City Hall Building, Norfolk, Virginia, or will be mailed upon request. It is anticipated that bids for the Project will be received from General Contractors in July 2004.

Any questions or comments concerning the provisions of the Application and Statement of Qualifications must be submitted in writing to Robert Meadows, City Architect, at (757) 664-4634, no later than seven (7) days prior to the date for submission of applications.

Subcontractor's Application and Statement of Qualifications Forms will be accepted until 4:00 p.m., local time Friday, May 14, 2004, in the Office of the Director of Public Works, Room 700, 7<sup>th</sup> Floor, City Hall Building, Norfolk Virginia 23510.

John M. Keifer, P.E.  
Director

Virginia Pilot - April 18, 2004 (condensed version)

## **INSTRUCTIONS AND GENERAL PROJECT INFORMATION**

Pre-Qualification: All Landscaping, Water Feature, Artificial Rockwork, and Ornamental Metal Contractors shall be pre-qualified to perform the work. Due to the complexity and special nature of the work in these four areas of the Project, those prospective subcontractors who wish to receive consideration for pre-qualification to perform the landscaping, water feature, artificial rockwork, or ornamental metal work shall submit to the City a "Subcontractor's Application and Statement of Qualifications".

Pre-Qualification Documents: Pre-qualification Documents include the Invitation to Pre-Qualify (the "Invitation"), the Instructions and General Project Information (the "Instructions"), and the Subcontractor's Application and Statement of Qualifications (the "Application").

Pre-qualification Procedures:

Form of Application: The Application shall be submitted on forms identical to the "Subcontractor's Application and Statement of Qualifications" included in the Pre-Qualification Documents. A cover sheet is to be provided with the submission listing the Project, firm name, firm address, and the division of the work for which the Subcontractor wishes to be pre-qualified.

Submission of Applications: Submit four (4) copies of the completed and signed Application to the Department of Public Works, City of Norfolk. The Application shall be deposited at the designated location on or before the time specified in the Invitation.

In accordance with Chapter 11, Title 54, Code of Virginia, Contractors will be required to possess a Commonwealth of Virginia Class A Certificate of Registration to perform contracting work in the State of Virginia for work over \$70,000, or a Class B Certificate of Registration for work under \$70,000. Although this Virginia Certificate of Registration is not a requirement for pre-qualification, it is expressly understood that this will be required in the event that a pre-qualified contractor performs work on this Project.

The Subcontractor will also be required to possess a City of Norfolk business license to perform work in the City. Although the Norfolk Business License is not a requirement for pre-qualification, it is expressly understood that this will be required in the event that a pre-qualified subcontractor performs work on this Project.

Applications received after the time specified in the Invitation (or any authorized extension thereof), at the City's option, shall not receive consideration.

The City reserves the right to waive any informalities or irregularities in the Application and to request additional information from any Applicant.

Evaluation: Applications will be evaluated on the basis of the information provided in the Applications using the evaluation criteria outlined in the Instructions.

Notification: All prospective subcontractors which submit Applications will be notified of their acceptance or rejection via registered U.S. registered mail a minimum of ten (10) days prior to the advertisement of the Project for bid. Applicants having questions regarding the determination of their eligibility to perform the work shall submit their questions in writing to the City within seven (7) days after the date of notification of eligibility to bid. Questions received after that time will not be considered.

The City reserves the right to reject any or all Applications without explanation. Decisions of the City may be appealed by notification in writing within seven (7) business days of the date of the notification letter. Appeals not received within that time period will not be considered and the decision shall be final.

Consideration of an Application for Pre-Qualification: The City shall evaluate the Application and determine whether the Applicant is qualified to perform the work on the Project based on the information contained in the Application, on any supplemental information provided to the City by the Applicant, and on any other relevant information known to the City. In order to be considered for qualification, the Applicant must meet the following criteria:

**A. Landscaping Subcontractor Qualifications and Submission for Approval**

1. Qualifications: Due to the special and unique nature of the landscaping for the Children's Garden, it shall be required that the landscaping contractor be approved by the Architect /City in accordance with the following criteria:

- a. The landscaping subcontractor shall have been in the landscaping business for not less than five (5) years. Experience must include botanical garden, wetland planting, high-end ornamental planting, or similar experience.
- b. The landscaping subcontractor shall have successfully installed at least three (3) similar projects, in size and complexity as this project, over the past five (5) years.

2. Submission for Approval: Submit documentation to the City establishing that the landscaping subcontractor qualifications have been met. In addition, provide three (3) project references of installations of similar nature to the landscaping proposed for the Children's Garden stating project location, age of installation, contact names, and other information as set forth in the Application. All contact names and telephone numbers listed for project references must be active and current.

- a. The Architect and/or City reserve the right to visit all or some of the referenced project sites to evaluate the work.

## **B. Water Feature Qualifications and Submission for Approval**

1. Qualifications: Due to the special and unique nature of the water features for the Children's Garden, it shall be required that the water feature subcontractor be approved by the Architect/City in accordance with the following criteria:

- a. The water feature subcontractor shall have been in the business of installing water features and fountains for not less than five (5) years.
- b. The water feature subcontractor shall have successfully installed at least three (3) similar projects, in size and complexity as this project, over the past five (5) years.

2. Submission for Approval: Submit documentation to the City establishing that the water feature subcontractor qualifications have been met. In addition, provide three (3) project references of installations of similar nature to the water features proposed for the Children's Garden stating project location, age of installation, contact names and other information as set forth in the Application. The projects listed as references must have been in operation for a minimum of two (2) years. All contact names and telephone numbers listed for project references must be active and current.

## **C. Artificial Rockwork Subcontractor Qualifications and Submission for Approval**

1. Subcontractor Qualifications: Due to the special and unique nature of the work under this section of the specifications, it shall be required that the artificial rockwork subcontractor be approved by the Architect/City in accordance with the following criteria:

- a. The artificial rockwork subcontractor shall have been in the business of installing simulated rockwork for not less than five (5) years.
  - b. The artificial rockwork subcontractor shall have successfully installed at least three (3) similar projects in size and complexity as this project, over the past five (5) years.
2. Submission for Approval: Submit documentation to the City establishing that the artificial rockwork installer's qualifications have been met. In addition, provide three (3) project references of installations of similar nature to the artificial rockwork proposed for the Children's Garden stating project location, equipment used, age of installation, contact names and other information as set forth in the Application. All contact names and telephone numbers listed for project references must be active and current.
  - a. In addition to the above, the Subcontractor shall provide graphic samples of completed projects (photographs, digitals, e.g.) for review by the Architect/City.

**D. Ornamental Metal Subcontractor Qualifications and Submission for Approval**

1. Qualifications: Due to the special and unique nature of the ornamental exterior metal work for the Children's Garden, it shall be required that the ornamental metal subcontractor be approved by the Architect/City in accordance with the following criteria:
  - a. The ornamental metal subcontractor shall have been in the business of fabricating and installing ornamental metal work for not less than five (5) years.
  - b. The ornamental metal subcontractor shall have successfully installed at least three (3) similar projects, in size and complexity as this project, over the past five (5) years.
2. Submission for Approval: Submit documentation to the City establishing that the ornamental metal subcontractor qualifications have been met. In addition, provide three (3) project references of installations of similar nature to the ornamental metal work proposed for the Children's Garden



stating project location, age of installation, contact names and other information as set forth in the Application. All contact names and telephone numbers listed for project references must be active and current.

- a. In addition to the above, the Subcontractor shall provide graphic samples of completed projects (photographs, digitals, e.g.) for review by the Architect/City.

Pre-Qualified Subcontractor's List: Subcontractors who are pre-qualified to perform work will be listed in the Bid Documents in the "list of Pre-Qualified Subcontractors" under their respective section of the specifications. Bids from Landscaping, Water Feature, Artificial Rockwork, and Ornamental Metal Subcontractors not on the list will not be accepted.

1. The purpose of the pre-qualification process is to insure the quality of the work under specific divisions of the specifications requiring specialized experience and skills. The City retains the right to re-solicit additional subcontractors or relax the requirements to pre-qualify in the event an insufficient number of subcontractors are qualified to perform the work as a result of this solicitation. In the event that further efforts fail to provide a sufficient number of qualified contractors to insure competitive bidding the City shall be under no obligation to list pre-qualified subcontractors in the Bid Documents.

2. The pre-qualification process is meant only to determine whether Subcontractors interested in performing certain portions of the work possess the background, experience, and skills necessary to ensure a successful installation. No representation is made, or implied, regarding the Subcontractors' ability to enter into a contract to perform the work.

Questions and Interpretations: Applicants having questions regarding the pre-qualification documents should promptly notify the City in writing. If they are received seven (7) or more days before the date set for the receipt of Applications, they will be given consideration. Every interpretation by the City will be in the form of written addendum. Neither the City nor the Architect will be responsible for any interpretations or instruction other than those issued in written form.

Preliminary Design Documents: The Contract documents are not complete at this time. However, design drawings containing general information about the Project are available for inspection by prospective bidders at the locations previously

listed in the Invitation. The design of specific elements may be subject to change through the further development of the design documents.

**Project Schedule:** Bidding is currently scheduled for June/July 2004. It is anticipated that a contract will be awarded and notice to proceed will be issued September 2004. Construction time for the new Children's Garden is approximately eighteen months.

**Type of Contract:** The Project shall be bid as a lump sum general construction contract.

**Project Contacts:**

City: Robert D. Meadows, R.A.  
Dept. of Public Works  
Architectural Design Section  
7<sup>th</sup> Floor, 700 City Hall Bldg.  
Norfolk, VA 23510  
(757) 664-4634  
Email: [bob.meadows@norfolk.gov](mailto:bob.meadows@norfolk.gov)

Landscape Architect: Marsha Lea and Jennifer Holtz  
EDAW, Inc.  
601 Prince Street  
Alexandria, VA 22314  
(703) 836-1414  
Email: [holtzj@edaw.com](mailto:holtzj@edaw.com); [leam@edaw.com](mailto:leam@edaw.com)

The firm of EDAW, Inc. of Alexandria, Virginia is the Architect.

**Section 1** **SUBCONTRACTOR'S APPLICATION**  
**SIGNATURE**

The Application is intended for use by all subcontractors, required to pre-qualify. The Application should be filled out completely and information shall be provided with respect to each Division of Work the Applicant intends to perform.

The undersigned hereby applies and consents to the terms and conditions listed herein for pre-qualification to perform work as a Subcontractor for the designated Division of the Work related to the construction of the Norfolk Botanical Garden Children's Garden. The undersigned certifies, under oath, the truth and correctness of all statements and answers to questions made herein.

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Home Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Division of Work: \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Signature of Official)

\_\_\_\_\_  
(Name of Official)

**Section II** **SUBCONTRACTOR'S GENERAL**  
**INFORMATION**

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1. Subcontractor's current name, addresses, and telephone number.
2. Name and telephone number of Subcontractor's point of contact concerning this questionnaire.
3. Current President or Chief Executive Officer, telephone number, and length of time in this position.
4. Current number of Subcontractor's permanent employees.
5. How many years has your organization been in business as a Subcontractor?
6. How many years has your organization been in business under its present name?
7. If applicable, under what other or former names has your organization operated and what are the dates of operation under these other or former names?
8. List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.
9. Does your organization currently have, or possess the ability to obtain, a Certificate of Registration to perform work in the State of Virginia? (Please note that prior to beginning any work on the Project that all contractors and sub-contractors must be licensed by the State of Virginia).

10. Does your organization currently have, or possess the ability to obtain, a business license to perform work in the City of Norfolk? (Please note that prior to beginning any work on the Project, all contractors and sub-contractors must have a Norfolk business license).

**Section III**  
**EXPERIENCE**

**SUBCONTRACTOR'S**

The Subcontractor's successful experience relative to projects of a similar nature and scope is a primary evaluation factor.

List a minimum of three (3) projects which include similar construction experience in the area of the work for which you are seeking pre-qualification to bid. The listed projects shall have been completed in the last five (5) years.

**DIVISION OF WORK (circle one)**

Landscaping

Water Feature

Artificial Rockwork

Ornamental Metal

**Project One**

a. Project Data:

Project Name:

Project Owner:

Project Architect:

General Contractor:

Project Location:

Contract Dates:

Date of Notice to Proceed:

Date of Substantial Completion:

Contract Price (your price only):

Original Contract Price:

Final Contract Price:

Owner Reference:

Name:

Telephone:

Architect Reference:

Name:

Telephone:

General Contractor Reference:

Name:

Telephone:

b. Briefly describe the project

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**Section III (cont'd)**  
**EXPERIENCE**

**SUBCONTRACTOR'S**

**Project Two**

a. Project Data:

Project Name:	_____
Project Owner:	_____
Project Architect:	_____
General Contractor:	_____
Project Location:	_____

Contract Dates:

Date of Notice to Proceed:	_____
Date of Substantial Completion:	_____

Contract Price (your price only):

Original Contract Price:	_____
Final Contract Price:	_____

Owner Reference:

Name:	_____
Telephone:	_____

Architect Reference:

Name:	_____
Telephone:	_____

General Contractor Reference:

Name:	_____
Telephone:	_____

b. Briefly describe the project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Section III (cont’d)  
EXPERIENCE**

**SUBCONTRACTOR’S**

**Project Three**

a. Project Data:

Project Name:	_____
Project Owner:	_____
Project Architect:	_____
General Contractor:	_____
Project Location:	_____

Contract Dates:

Date of Notice to Proceed:	_____
Date of Substantial Completion:	_____

Contract Price (your price only):

Original Contract Price:	_____
Final Contract Price:	_____

Owner Reference:

Name:	_____
Telephone:	_____

Architect Reference:

Name:	_____
Telephone:	_____

General Contractor Reference:

Name:	_____
Telephone:	_____

c. Briefly describe the project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section IV**

**NOTORIZATION**

Notarization

By: \_\_\_\_\_

Title: \_\_\_\_\_

Being duly sworn \_\_\_\_\_ deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

NOTARY PUBLIC: